

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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SUBJECT: EDUCATIONAL PROGRAM EVALUATION

CATEGORY: EDUCATIONAL SERVICES

Policy

The purpose of this policy is to define guidelines for evaluating the Juniper Hills Schools educational program at the Idaho Department of Juvenile Corrections (IDJC) facilities JCC–Lewiston, JCC–Nampa, and JCC–St. Anthony.

The IDJC Education Leadership Team will evaluate the Juniper Hills Schools educational program on a yearly basis, using the quarterly student data to ensure continual progress towards stated goals. Concerns will be noted and shared with all Education Program Managers and the Education Program Director. Reviews will be conducted for accreditation and federal compliance, as scheduled and required by state and federal statutes.

It is therefore the policy of the IDJC that the Juniper Hills Schools educational program will be evaluated with adherence to the IDJC Strategic Plan and federal and state statutes.

Operating Procedures

I. Student Data

- A. The Education Program Managers will ensure cumulative student data is accurate. The student data will be entered and maintained centrally in the school information system in order to ensure all federal, state, and legislative reports are consistent and accurately reflect student achievement.
- B. The IDJC Education Program Managers and Instructor Specialists will utilize individual student data to recommend changes in a juvenile's course of study. Actual changes are approved by the multi-disciplinary team (MDT) including a parent/guardian and juvenile.
- C. The Education Leadership Team will utilize aggregated and disaggregated quarterly data to make program adjustments and changes to the short- and long-term goals of the IDJC educational program.

II. Instructor Evaluation

Education Program Managers will conduct a formal classroom observation of each Instructor Specialist at least one time per year to ensure they are following the specified curriculum and utilizing appropriate instructional strategies. Classroom observation is separate and additional to the IDJC annual employee performance evaluation. Drop-in evaluations throughout the year are encouraged and could be used as part of the IDJC's employee performance evaluation process.

Reference: [Glossary of Terms and Acronyms](#)
 Department of Education Teacher Observation Policy

Desk Manual(s): *None*

Related Policies: [Performance Management \(365\)](#)
 [Classroom Management and Safety \(508\)](#)

Related Forms: *None*